

How to run the vacancy numbers report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy numbers report in the NHS Jobs service.

This report shows the total number of jobs listings advertised per month. You can change the report to include job listings that are open, closed or both, the staff group, pay scheme and pay band.

The report is downloaded into one comma-separated values (CSV) file.

You need to be one of the following roles to run reports:

- 'Super user'
- 'Recruitment administrator'

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Run a report

This page gives you instructions for how to run a report.

Important: You need to be a 'Super user' or 'Recruitment administrator' to run a report.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below the NHS logo, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'NHS BSA Training Dashboard'. There are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists various recruitment stages with counts, track status, and overdue days, accompanied by progress bars:

Stage	Count	Track Status	Overdue Days
Draft	50	on track 37	overdue 13
Approvals	4	on track 0	overdue 4
Published	4	on track 2	overdue 2
Shortlisting	53	on track 18	due 12, overdue 23
Interviews	30	on track 1	due 2, overdue 27
Ready to offer	45	on track 6	due 18, overdue 21
Conditional offers	16	on track 1	due 8, overdue 7
Pre-employment checks	8	on track 2	due 6
Contracts	43	on track 8	due 18, overdue 17
End recruitment	16	on track 0	due 9, overdue 7

On the right side, there are several sections:

- What you can do:** Create a job listing, Search for a listing, Search for an applicant.
- Manage the account:** Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Approval settings, Departments, Welsh listings.
- Documents and templates:** Supporting documents, Contract templates, Offer letter templates.
- Help and information:** The employer hub, Roles and permissions, Contact your super users.
- Reporting:** Run a report (highlighted with a '1' in a yellow circle).

At the bottom, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs. The footer also includes '© Crown copyright'.

Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

Important: In this example, you're selecting the vacancy numbers report.

To select the correct report, complete the following steps:

1. Select the 'Vacancy numbers' option.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing User Acceptance Testing (Reports) [Change](#)' and 'Signed in as Liam M1 [Sign out](#)'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that, another yellow banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. The title 'Which report do you want to run?' is centered. Below the title, there is a paragraph: 'Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.'

There are seven radio button options listed:

- Export of application and listing data
- Equal opportunities
- Equal opportunities progress
- Equal opportunities for a specific job
- Vacancy numbers
- Time taken to hire
- Vacancy bulletin

A yellow circle with the number '1' is placed to the left of the 'Vacancy numbers' option. Below the list of options is a green 'Continue' button, which is highlighted with a yellow circle containing the number '2'.

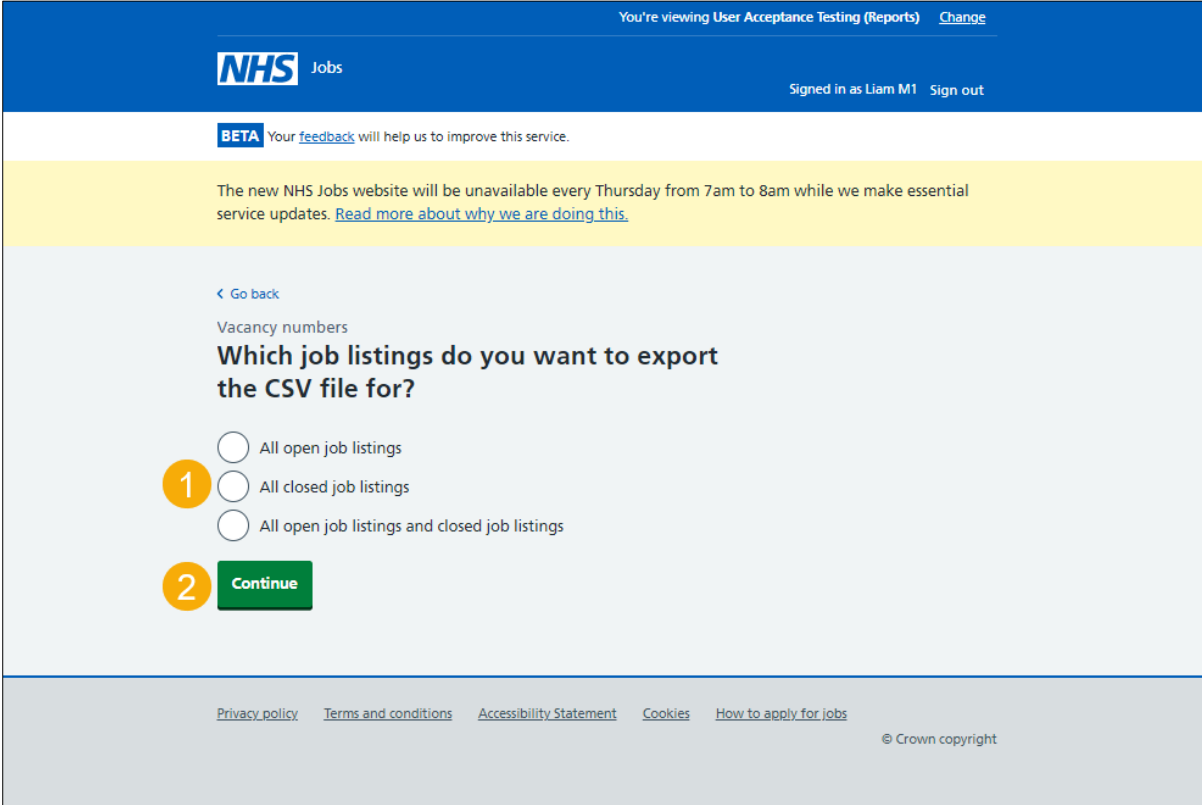
At the bottom of the page, there is a footer with links: [Privacy policy](#), [Terms and conditions](#), [Accessibility Statement](#), [Cookies](#), and [How to apply for jobs](#). On the right side of the footer, it says '© Crown copyright'.

Which job listing do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listing you want to export the CSV file for.

To confirm the job listing to export, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 Sign out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a grey box with a 'Go back' link and the text 'Vacancy numbers'. The main heading is 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings', and 'All open job listings and closed job listings'. A green 'Continue' button is positioned below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Which dates do you want the reports to cover?

This page gives you instructions for how to confirm which dates you want the reports to cover.

To confirm the dates, complete the following steps:

1. In the **Date from** boxes enter the details.
2. In the **Date to** boxes enter the details.
3. Select the '[Continue](#)' button.

You're viewing User Acceptance Testing (Reports) [Change](#)

NHS Jobs Signed in as Liam M1 [Sign out](#)

BETA Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Vacancy numbers

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day Month Year

1

Date to

For example, 11 4 2020

Day Month Year

2

3

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Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

To confirm the staff group, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing User Acceptance Testing (Reports)' with a 'Change' link. Below the header, there is a blue bar with 'Signed in as Liam M1' and a 'Sign out' link. A yellow banner below that contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a yellow box contains a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Vacancy numbers' and the title 'Which staff group is the report for?'. Below the title, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. Below the list is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

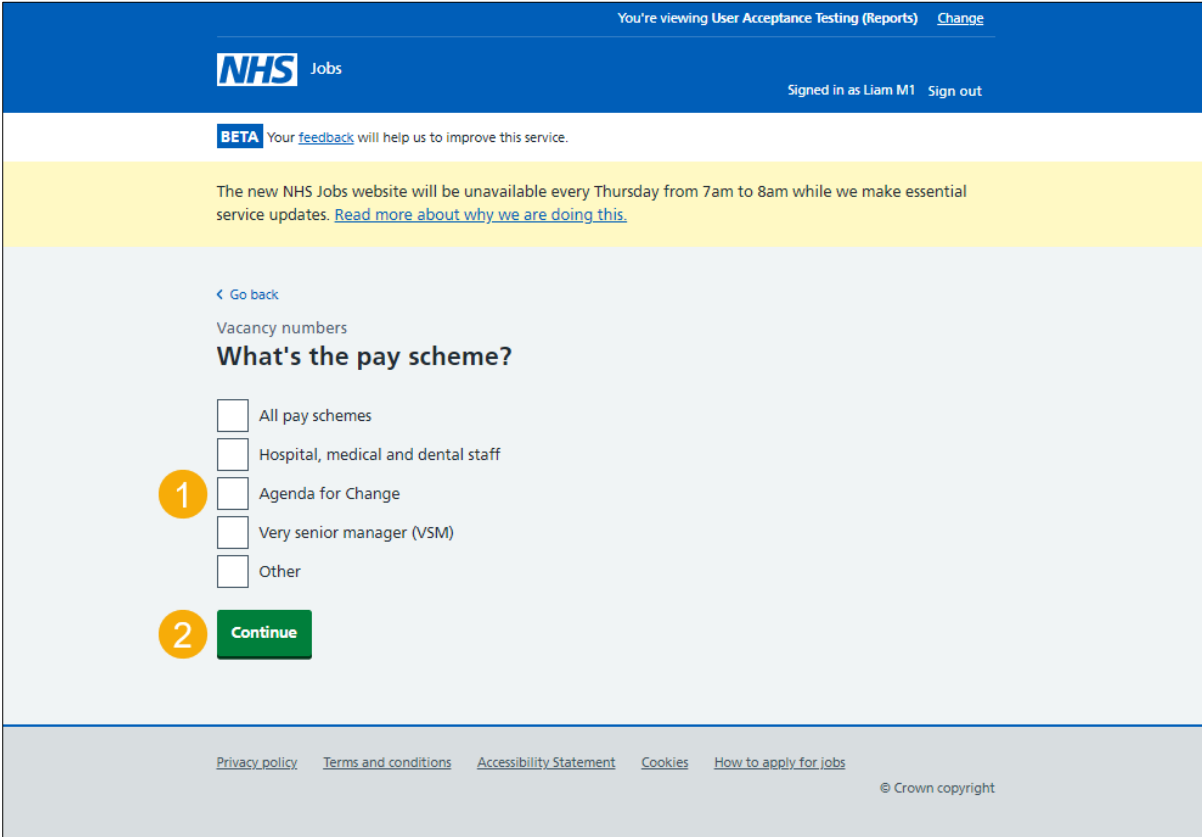
Tip: You can select all staff groups or select as many as you need.

What's the pay scheme?

This page gives you instructions for how to confirm the pay scheme.

To confirm the pay scheme, complete the following steps:

1. Select an answer:
 - [‘All pay schemes’](#)
 - [‘Hospital, medical and dental staff’](#)
 - [‘Agenda for Change’](#)
 - [‘Very senior manager \(VSM\)’](#)
 - [‘Other’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 Sign out'. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light grey and contains a 'Go back' link, the text 'Vacancy numbers', and the heading 'What's the pay scheme?'. Below the heading is a list of five radio button options: 'All pay schemes', 'Hospital, medical and dental staff', 'Agenda for Change', 'Very senior manager (VSM)', and 'Other'. A yellow circle with the number '1' is next to the 'Agenda for Change' option. Below the list is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '© Crown copyright'.

Tip: You can select all pay schemes or select as many as you need.

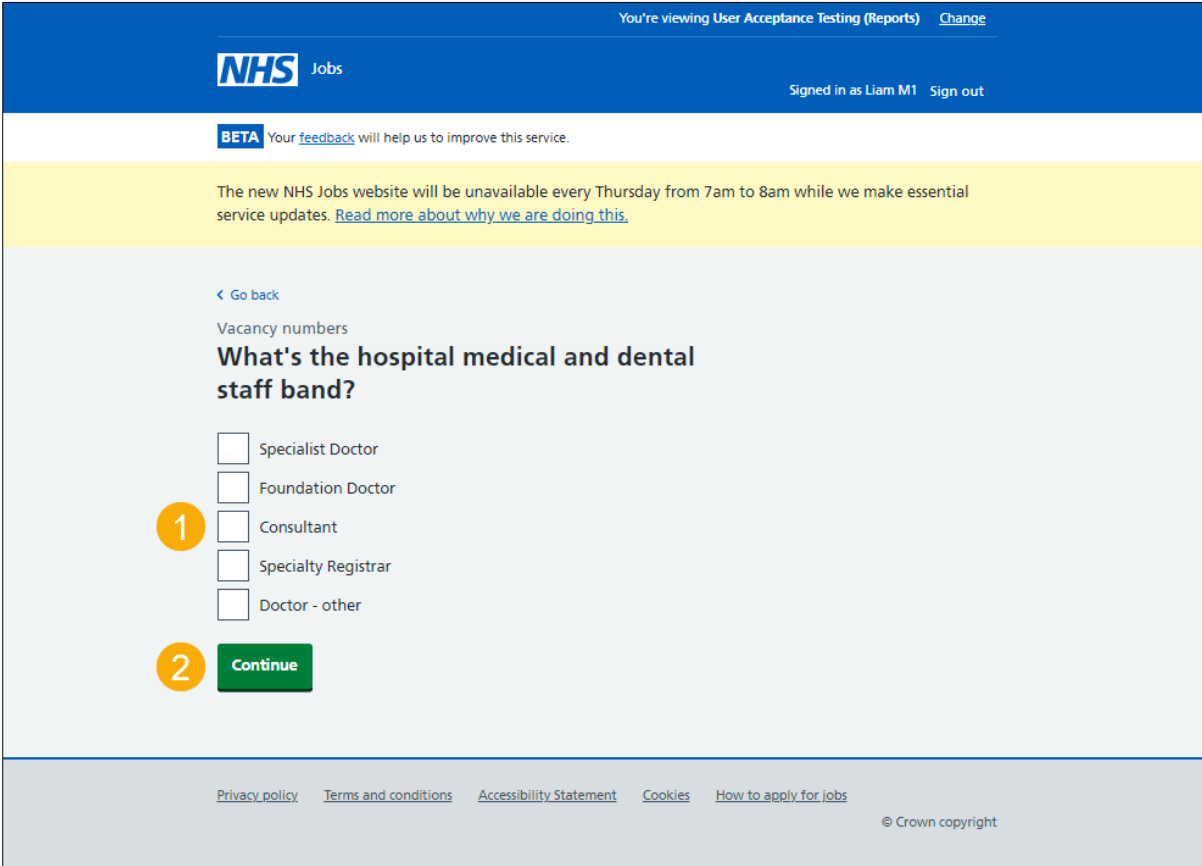
What's the hospital medical and dental staff band?

This page gives you instructions for how to confirm the hospital medical and dental staff band.

Important: This page is only shown if you've selected the hospital medical and dental staff band.

To confirm the staff, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 Sign out'. Below the header, there is a white banner with a 'BETA' label and a feedback link. A yellow banner below that contains a notice about website unavailability on Thursdays. The main content area has a light blue background and contains a 'Go back' link, the text 'Vacancy numbers', and the title 'What's the hospital medical and dental staff band?'. Below the title is a list of five options with checkboxes: 'Specialist Doctor', 'Foundation Doctor', 'Consultant', 'Specialty Registrar', and 'Doctor - other'. A yellow circle with the number '1' is next to the 'Consultant' option. Below the list is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You can select as many staff bands as you need.

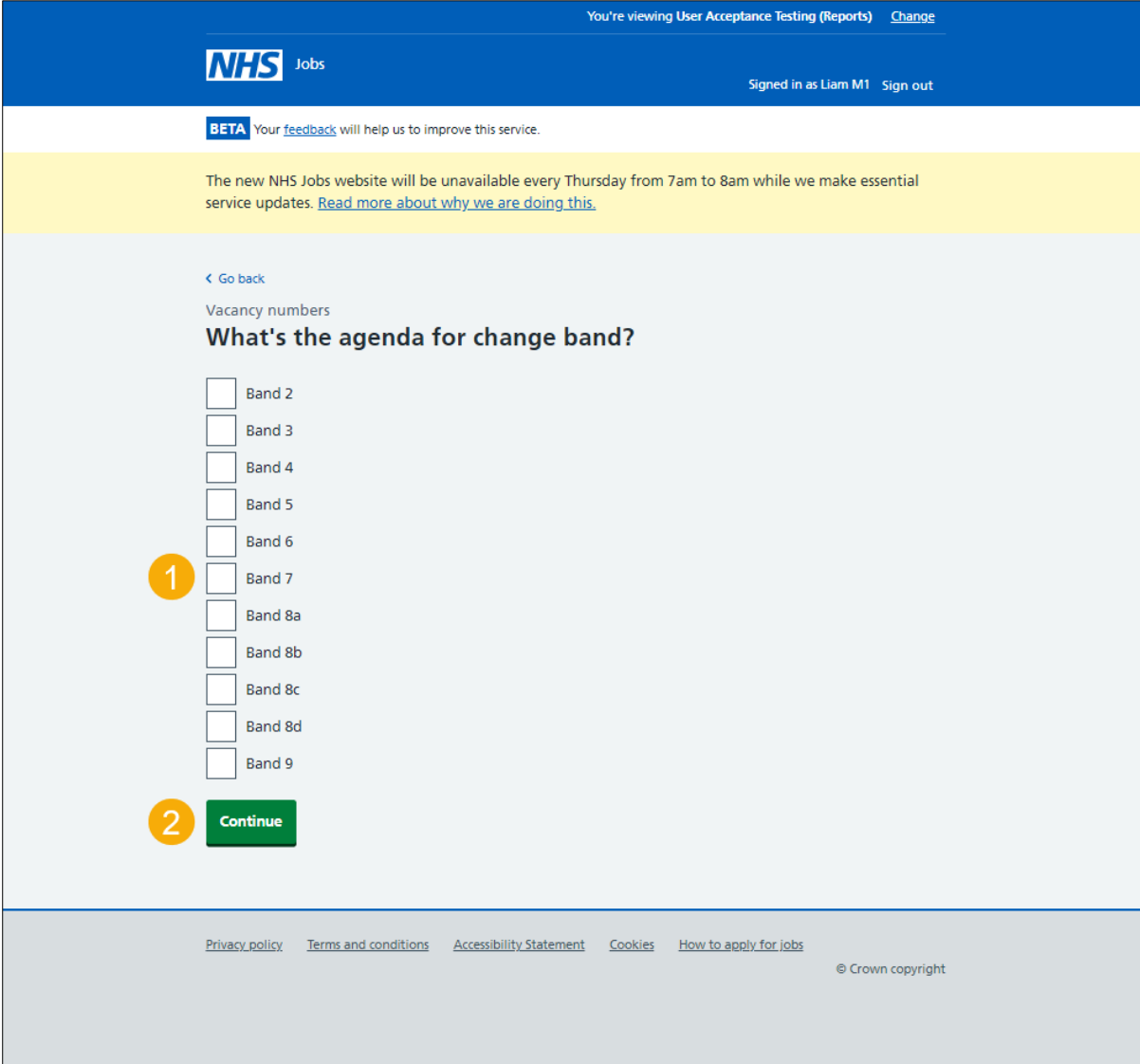
What's the agenda for change band?

This page gives you instructions for how to confirm the agenda for change band.

Important: This page is only shown if you've selected the agenda for change band.

To confirm the band, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.



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Tip: You can select as many agenda for change bands as you need.

Check your answers

This page gives you instructions for how to check your answers.

To change or confirm the report details, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing **User Acceptance Testing (Reports)** [Change](#)

NHS Jobs Signed in as Liam M1 [Sign out](#)

BETA Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this](#).

[< Go back](#)

Vacancy numbers

Check your answers

Which report do you want to run?	Vacancy numbers	Change
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change
Date from	01/01/2020	Change
Date to	01/01/2021	Change
Which staff group is the report for?	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	Change 1
What's the pay scheme?	Hospital, medical and dental staff Agenda for Change Very senior manager (VSM) Other	Change

2 [Continue](#)

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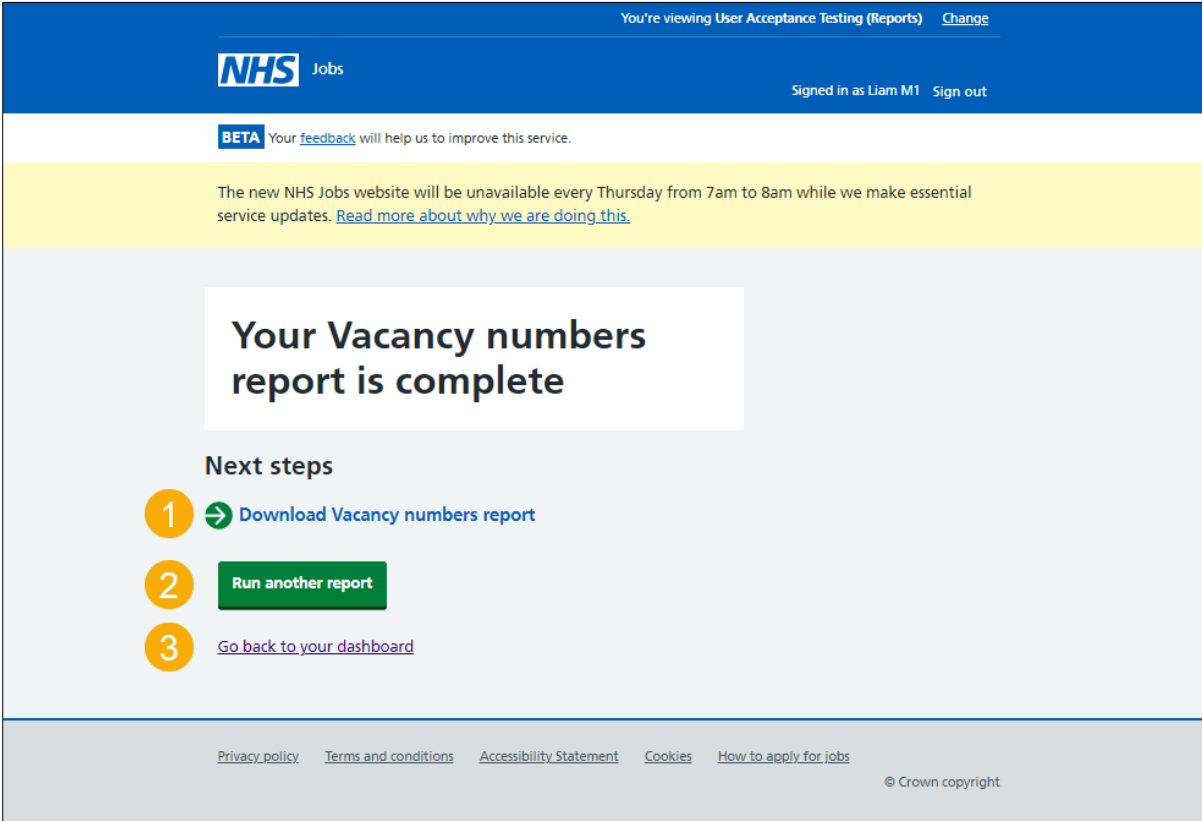
Your report is complete

This page shows confirmation your report is complete and gives you instructions for how to download the data.

Important: You'll be shown a loading page but once the report is ready, this page is shown.

To download the data or run another report, complete the following steps:

1. Select the 'Download Vacancy numbers report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.



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You've reached the end of the vacancy numbers report in NHS Jobs user guide.